



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DIVISION DIRECTOR

Job Number: 20001933

Job Code: 99360V000101

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 06/16/1982

Job Revised: 05/16/2010

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall general direction for all branches within a division with a major program responsibility such as field services, purchasing, accounts, personnel or a highly technical division, such as engineering, science, laboratory or computer technology; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **EXPERIENCE:**

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops and implements policy regarding enforcement of state and/or federal laws, rules and regulations. Determines effectiveness and appropriateness of existing rules and regulations. Responsible for budget management functions of the division/department which includes budgeting activities, accounting requirements, compliance with state and federal financial requirements and maintenance of accounting records through auditing. Provides general guidance through subordinates to local offices, institutions, and regional administrators regarding program plans, development, implementation and evaluation. May confer with and advise other division directors, and/or agency heads concerning legal questions and furnish written opinions or assign, under direct supervision, such requests to staff members. Provides technical assistance and interpretation of rules and regulations to agency heads, deputy agency heads, and other division directors. Represents the division/department or cabinet on task forces, committees, councils or meetings as assigned. Plans, develops, initiates and evaluates research projects such as tax revenue forecasts, energy assessments, alternate energy resources, utility and insurance rate evaluations.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties primarily in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*